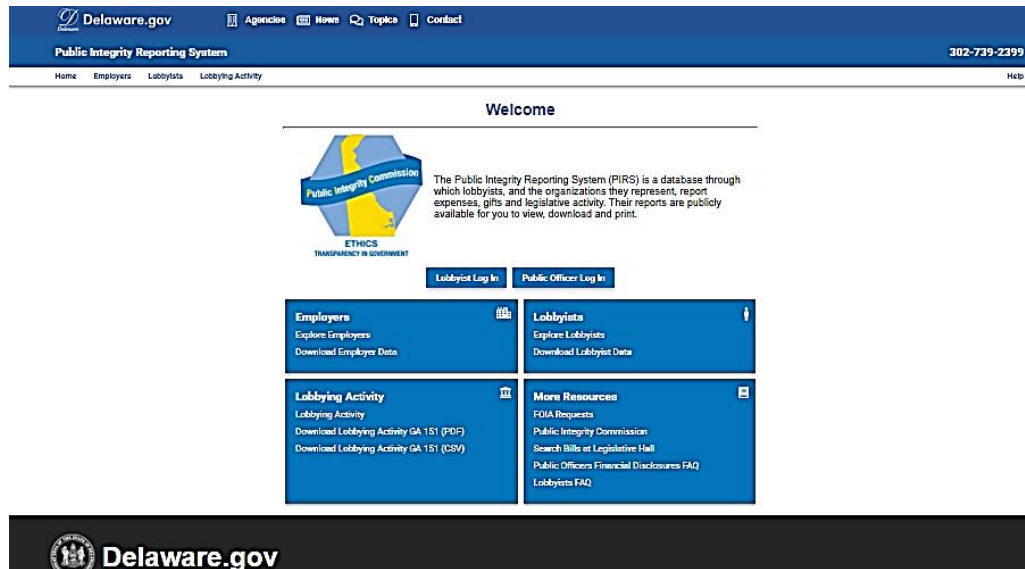


Account Setup for Lobbyists (*Existing lobbyists must also complete this step to access the new PIRS database after August 9th, 2021*).

Logging into (new) PIRS (Public Integrity Reporting System) for the first time:

1. Begin by going to <https://pirs.delaware.gov>



2. Click on the Lobbyist Login Button



(Continued on the next page)

3. You will be directed to the My.Delaware.Gov sign-in page similar to the one below



Welcome to my.delaware.gov!

Delaware is improving security, transitioning from each system requiring its own username and password to having a new single authentication method. Your single ID validates who you are to the different state systems and applications. When you login, you will see a single view with your applications access. The new intelligent solution leverages modern technologies like artificial intelligence (AI) to secure citizen accounts and state resources, requiring additional validations that only you will have.

For best experience, please use a recent version of Apple **Safari**, Mozilla **Firefox**, Google **Chrome** or Microsoft **Edge** browser.

- Secure access to all state resources
- Single account to access applications

A screenshot of the my.delaware.gov sign-in page. It features the my.delaware.gov logo at the top, a placeholder for a profile picture, and the text 'Sign In'. Below this are input fields for 'Email' and 'Password'. There is a 'Remember me' checkbox and a blue 'Sign In' button. At the bottom, there is a link for 'Need help signing in?' and a link for 'Don't have an account? Sign up'.

4. Click on the “Sign-up” link after “Don’t have an account?” at the bottom of the sign-in area

A screenshot of the my.delaware.gov sign-in page, similar to the one above. It includes the logo, a profile picture placeholder, 'Sign In' text, and input fields for 'Email' and 'Password'. There is a 'Remember me' checkbox and a blue 'Sign In' button. At the bottom, there is a link for 'Need help signing in?' and a link for 'Don't have an account? Sign up'. A red arrow points to the 'Sign up' link.

5. The registration page similar to the one below will display. **Note: Each lobbyist must have a separate email address, you may not use the same email address for another user.**

my.delaware.gov

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Email

Email *

Password *

Primary phone

First name *

Middle name

Last name *

Street address *

City *

Zip code *

State: Delaware

Country: USA

* indicates required field

Register

[Back to Sign In](#)

6. Fill in the requested information and click on the “Register” button

- When entering your Primary phone number, just provide the numbers. Ex. 3025551212

7. Upon successful submission, the registration page will change to the following.

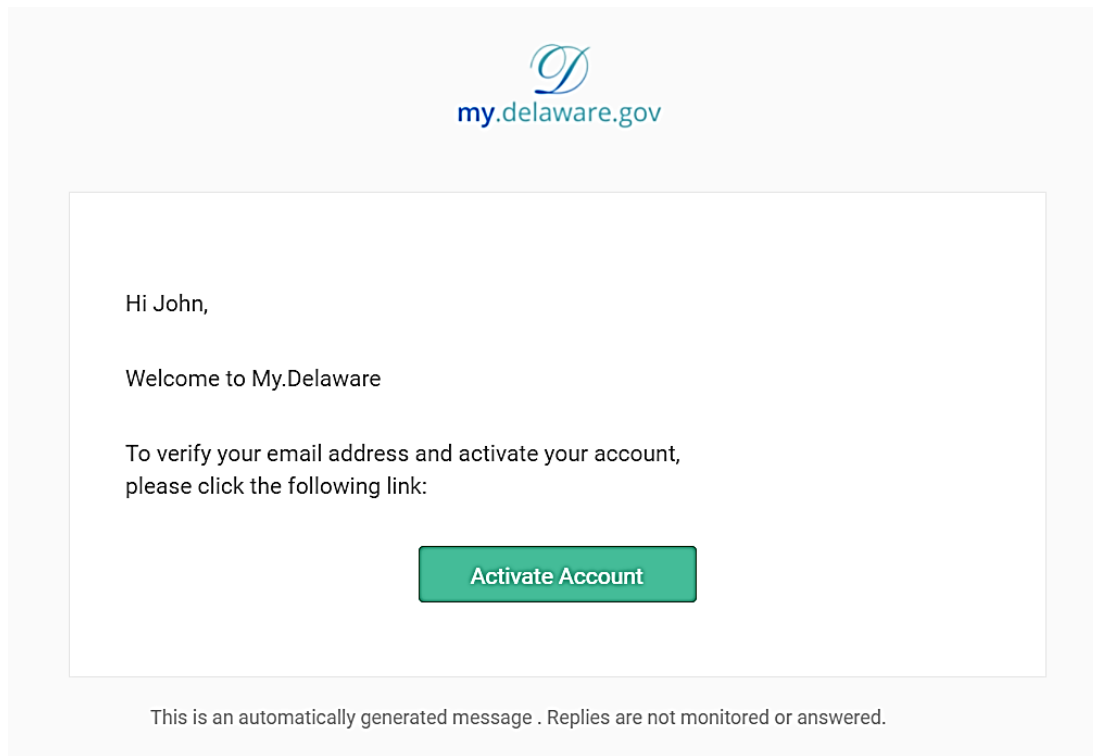
my.delaware.gov

Verification email sent

To finish signing in, check your email.

[Back to Sign In](#)

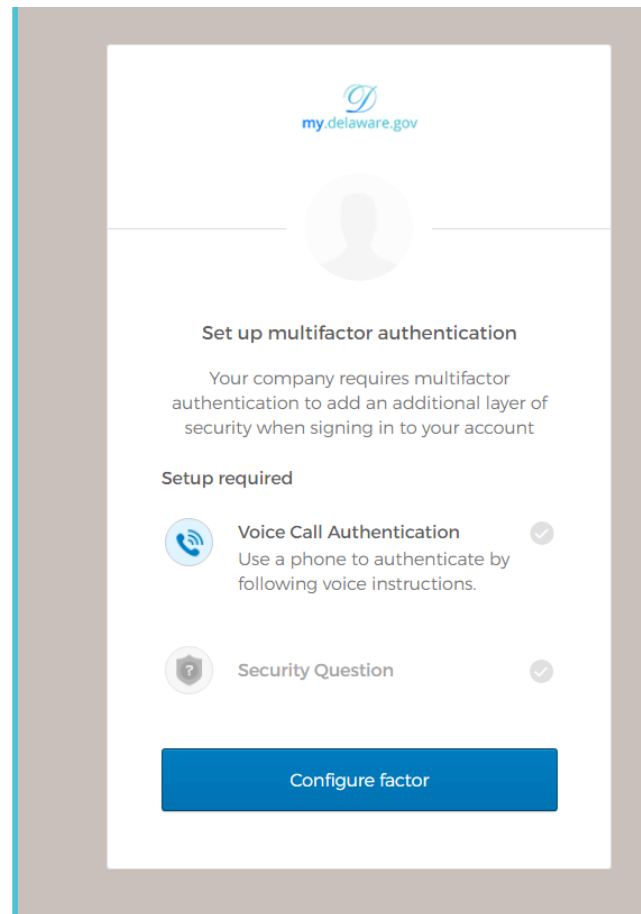
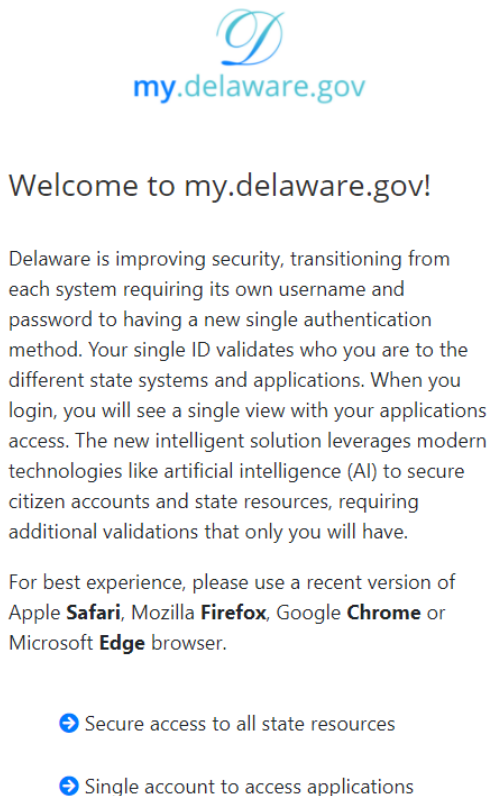
8. You can close this browser tab if you wish. Proceed to the email account you specified on the registration page and locate the email from My Delaware (NoReply@my.delaware.gov) with the subject line “Activate Account” and open the email. An email similar to the one below will display.



9. Click on the “Activate Account” button.

(Continued on the next page)

10. You will be returned to the My.Delaware.Gov application to specify the two required methods of multifactor identification: Voice Call Authentication and Secret Question. These will be used to verify your login and will also provide you the ability to use a different method should you forget one



11. Click on the “Configure factor” button to complete the enrollment for Voice Call Authentication

(Continued on the next page)

12. The screen will change to the following. Enter a phone number and click on the Call button



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A screenshot of the phone authentication screen on the my.delaware.gov website. The screen has a light gray background with a white central panel. At the top of the panel is the my.delaware.gov logo. Below it is a circular icon with a blue phone handset and signal waves. The text 'Follow phone call instructions to authenticate' is centered below the icon. Underneath is a dropdown menu showing 'United States'. Below that are two input fields: 'Phone number' and 'Extension'. The 'Phone number' field has a small box with '+1' on the left. At the bottom of the panel is a large blue button labeled 'Call'. Below the button is a link that says 'Back to factor list'.

(Continued on the next page)

13. You will receive an automated call at the number specified and a verification code will be provided twice for you to enter in the Enter Code box



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- ➔ Secure access to all state resources
- ➔ Single account to access applications

A mobile-style interface for phone authentication. At the top is the my.delaware.gov logo. Below it is a circular icon with a blue telephone handset. The text 'Follow phone call instructions to authenticate' is centered. A dropdown menu shows 'United States'. Below that are two input fields: 'Phone number' with a '+1' icon and the number '3025551212', and an empty 'Extension' field. A 'Calling' button is below the phone number field. Then, an 'Enter Code' label is above an empty input field. At the bottom is a large blue 'Verify' button and a link 'Back to factor list'.

14. Enter the code provided and click on the Verify button.

(Continued on the next page)

15. The screen will progress for you to provide the second multifactor identification. Click on the “Configure next factor” button.



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A screenshot of the my.delaware.gov website showing the multifactor authentication setup process. The page has a light gray background. At the top, there is a logo for my.delaware.gov and a placeholder for a user profile picture. Below the profile picture, the heading "Set up multifactor authentication" is displayed. Underneath, a message states: "Your company requires multifactor authentication to add an additional layer of security when signing in to your account". A section titled "Setup required" lists two options: "Voice Call Authentication" with a green checkmark icon, and "Security Question" with a gray checkmark icon. Below these options is a blue button labeled "Configure next factor".

(Continued on the next page)

16. On the 'Setup secret question authentication page', choose one the questions from the dropdown box. Provide a value in the Answer box and click on the "Save" button"



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- ➔ Secure access to all state resources
- ➔ Single account to access applications

A screenshot of the 'Setup secret question authentication' page on the my.delaware.gov website. The page has a light gray background. At the top, there is a my.delaware.gov logo and a circular icon with a question mark inside a shield. Below this, the title 'Setup secret question authentication' is displayed. A dropdown menu is shown with the text 'What is the food you least liked as a chi...' and a downward arrow. Below the dropdown is a text input field labeled 'Answer'. At the bottom of the form is a blue 'Save' button. A link 'Back to factor list' is located below the button.

(Continued on the next page)

17. You will be returned to the Set up multifactor authentication screen. You may optionally choose to configure either one or both of the additional authentication methods. After you have configured all the authentication methods you chose, click on the “Finish” button.

The screenshot shows the 'Set up multifactor authentication' screen on the my.delaware.gov website. The left sidebar contains a welcome message and browser recommendations. The main content area shows a list of enrolled factors (Voice Call Authentication and Security Question) and additional optional factors (Okta Verify and SMS Authentication). A 'Finish' button is at the bottom right.

my.delaware.gov

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Set up multifactor authentication

You can configure any additional optional factor or click finish

Enrolled factors

- Voice Call Authentication
- Security Question

Additional optional factors

- Okta Verify**
Use a push notification sent to the mobile app.
- SMS Authentication**
Enter a single-use code sent to your mobile phone.

(Continued on the next page)

18. **Existing lobbyists**—skip to #20. **New lobbyists** will be brought to the PIRS Lobbyist Profile screen, similar to the one below.

The screenshot shows the 'Public Integrity Reporting System' header with a navigation bar containing 'Profile', 'Employer Authorizations', 'Lobbying Activity', 'Expense Reports', and 'Fee Activity'. The user is logged in as 'djm.govt+lobdoc@gmail.com'. The page title is 'Lobbyist'. Below the title, a 'Welcome!' message states: 'If you are a new lobbyist, please begin by creating your profile below. If you are a returning lobbyist and have already created a profile, **DO NOT** create another profile! Your credentials need to be mapped to your Lobbyist profile. Please contact the PIC at 302-739-2399 for assistance.'

The 'Lobbyist' form contains the following fields and options:

- * First Name: [Text Input]
- * Last Name: [Text Input]
- Lobbying Firm Name: [Text Input]
- ☐ Check to enter International Address
- * Street Address: [Text Input]
- * City / State / Zip Code: [Text Input] [Dropdown] [Text Input]
- * Phone: [Text Input]
- * Occupation: [Text Input]
- [Save Button]

A note in the top right corner of the form states: 'All (*) fields are required'.

19. Fill in the information on the page and click on the “Save” button.

20. The application page will refresh to an image similar to the one below.

The screenshot shows the 'Public Integrity Reporting System' header with the same navigation bar. The user is still logged in as 'djm.govt+lobdoc@gmail.com'. The page title is 'Lobbyist Profile'. Below the title, a 'Profile' box displays the following information:

John Lobbyist
The Best Lobbyists, LLC
401 S. Federal St
Dover DE, 19711
302-555-1212
Occupation: Lobbyist

Fee Balance: \$0.00
Lobbyist Id #3006033

[Edit Button]

New lobbyists--You are now able to add an Employer. Once you have added an Employer you will be able to submit Lobbying Activity and quarterly Expense Reports.

Existing lobbyists—You will be directed to your account home page. If you do not see your home page, please contact PIC at 302-739-2399.